



City of Helena

Public Service Announcement

For Immediate Release: November 5, 2018

City of Helena
316 N Park Ave
Helena, Montana 59623

Contact:

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Subject: City Commission Meeting Schedule for Filling Vacancy on the City Commission.

Notice is hereby given the Helena City Commission will meet on the following dates for the purpose of filling the position of City Commissioner that will become vacant on December 17, 2018:

- Thursday, November 15 – 12:00 noon to 1:30 p.m. – Room 326, City-County Building - Develop criteria and refine the process for reviewing, scoring and selecting applicants to be interviewed.
- Monday, November 26 -3:30 p.m. to 5:00 p.m. – Room 326, City-County Building - Review applicants' cover letters and resumes and score applicants against developed criteria to narrow the field to finalists for the position.
- Tuesday, December 4, 2018 – 1:30 until finished – Room 326, City-County Building - Interview the finalists.

All meetings are open to the public with an opportunity for public comment. For more information please contact the **City Clerk's Office, 406-447-8410 or dhavens@helenamt.gov**; or visit the City website at helenamt.gov.